

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **66**

Salary: **Unpaid**

INTERNSHIP INFORMATION

Number of Vacancies: **2-3**

Location: **MCI-Shirley, Shirley
MA**

Internship Track: **Offender Case
Management**

Hours/Schedule: **Days, Flexible**

Duration:
Full Semester

Position Description: Assigned to the Deputy Superintendent of Classification, Programs and Treatment and reporting staff. The position will provide cross training and exposure to areas regarding Offender Classification, Programs and Treatment, Criminal Offender Record Information (CORI) and institutional security procedures. Intern will gain an understanding and proficiency in professionalism within a correctional environment

Responsibilities/Major Duties: Intern will provide support to various departments within the institution. To include assistance with such tasks as the handling of information requests, Records Department functions and Offender Treatment and Classification operations. Maintain schedule adherence. Complete tasks assigned in a timely and professional manner.

Preferred Qualifications: Completed at least two years of college. Major in Criminal Justice or related field of study. Applicant should be organized, motivated, mature and able to handle confidential information. Computer skills required.

How to apply:**Mail Internship Application to:**

Monserrate Quinones
50 Maple Street, Milford, MA 02757
Fax: (508) 422-3654

For additional information or questions, please contact:

Lori Costa at (508) 422-3651 or email at lori.costa@state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**